

S E C R E T
Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120028-4

CONTROl NO. SD 102.4

-01/SD/ -2

25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Supply Operations

2. TYPE STATISTICAL
OF NARRATIVE
REPORT MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN, GENERAL
	X LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc.) SD/form	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT SDI 7-3	
10. PREPARING COMPONENT (include lowest level contributing information to report) <input type="checkbox"/> Branches	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 5 Supply Operations		

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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-8	5.60	X	1/2	=	2.80	X	12	=	33.60
GS-15	12.10	X	1	=	12.10	X	12	=	145.20
GS-16	14.04	X	1	=	14.04	X	12	=	168.48

30 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$347.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Basic information required in planning the activities of the Depot and to inform management of the production operations of the Depot on a monthly basis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE			STAT

15. DATE OF INVENTORY

28 September 1970

16. INFORMATION

17. EXTENSION

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